CENSUS DEPARTMENT.

(All Census correspondence should be treated as *Urgent.*)

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE.

No. 25—*Census* 1911, *dated* 15*th October* 1910.

From—The Census Superintendent in Mysore, Bangalore.

To—The Deputy Commissioners of Districts.

SIR,

Referring to para 7, Section IX of the Census Procedure Code, I have the honor to state that in order to secure correct entries in the various columns of the Enumeration Schedule, it is essential that the Supervisors and the Enumerators should be carefully and systematically trained beforehand. It is not sufficient to supply them with printed rules and instructions as these in most cases are not read with care and even when read are not understood properly. Much depends on an extended and methodical training of the whole of the Census staff.

2. The great point to remember in organizing and carrying out the training of the Census staff is that the instructions must filter down from the Deputy Commissioners to the Enumerators. The Supervisors must not try to teach the Enumerators until they have been first taught by the Charge Superintendents or some other superior officer; and the latter should receive instructions from the Sub-Divisional Assistant Commissioner or other superior officer and thoroughly master the rules on the subject before attempting to train his Supervisors.

3. The best way of imparting the knowledge of the rules is by carrying out test enumerations and explaining the mistakes that thus disclose themselves. For this purpose the Charge Superintendents should be required to do some enumerations personally and to submit the Schedules so filled up by them to the Sub-Divisional Assistant Commissioners for check and criticism with a note of any special points of doubt and difficulty that might have arisen and might require orders. These Schedules should at once be checked by the Sub-Divisional Assistant Commissioners and returned to the Charge Superintendents with such instructions as the mistakes committed and the points raised by them might call for, a copy of these instructions being at the same time sent to you by the Sub-Divisional Assistant Commissioners for information or such further orders as circumstances may require. This should be done until every Charge Superintendent is found to have thoroughly familiarised himself with the rules relating to enumeration and the practical application thereof in filling up the Schedules.

4. The next step will be for the Charge Superintendent to collect together his Supervisors and Enumerators in batches at a convenient centre or centres in each hobli and take them with him to enumerate the residents in a number of houses explaining to them as each person is enumerated how the columns should be filled up and what mistakes should be guarded against.

5. The Supervisor after being trained as above, should similarly repeat such practical lessons from time to time to the Enumerators of his circle.

6. The whole programme of instruction should be so arranged and carried out that every Enumerator should be thoroughly drilled in his duties before the preliminary enumeration is commenced.

7. It must be borne in mind that the centres for training should be so fixed as not to call the Supervisors and Enumerators far away from their homes. They are, for the most part, a volunteer agency and care must be taken not to cause them unnecessary trouble or inconvenience.

8. I request that you will be so good as to issue such instructions as you may deem necessary to all the officers concerned in the matter of giving a methodical training to the whole of the Census staff on the lines indicated above.

9. Under instructions from this office, the Press Superintendent has already sent to you a supply of Schedule Forms solely intended for practice during the training of the Census staff. These may be distributed to the several Charge Superintendents according to the requirements of each; and should the printed forms supplied prove insufficient, they may be supplemented by sheets of plain paper.

10. In the case of special institutions like Hospitals, Jails, Lock-ups, etc., the co-operation of the officers in charge of these institutions should be secured for the training of the Census Officers of the institutions.

11. In conclusion, I request that you will be so good as to instruct the Sub-Divisional Assistant Commissioners to take every opportunity during their tours to see by actual tests that Supervisors and Enumerators are properly trained and fully qualified to discharge their duties.

12. In future weekly Progress Reports, the heading "Appointment of Enumerators and Supervisors" may be altered to "Appointment and training of Enumerators and Supervisors" and a paragraph may be added under the headings explaining the work done by the Charge Superintendent towards the training of the subordinate Census staff.

I have the honor to be,
Sir,
Your most obedient servant,
V. R. THYAGARAJA AIYAR,
Census Superintendent in Mysore.

ISSUE OF SANNADS.

Proceedings of the Government of His Highness the Maharaja of Mysore, No. Fl. 1502—Cen. 14-10-2, dated 20th September 1910.

READ—Memo No. 2939, dated 3rd September 1910, from the Revenue Commissioner in Mysore, forwarding letter No. 587, dated 2nd September 1910, submitting proposals for the issue of Sannads to officials and non-officials who distinguish themselves by good work in connection with the ensuing Census Operations and requesting sanction to authorize the issue of Sannads in the State under the authority of the Government and over the signature of the Deputy Commissioners of Districts, as is done in the Madras Presidency.

ORDER THEREON.—The proposal of the Census Superintendent is approved

(Sd.) T. LAKSHMI NARASIMHA RAO,
For *Offg. Secretary to Government.*

Letter No. 986-93, dated the 15th October 1910, from the Census Superintendent in Mysore, to the Deputy Commissioners of Districts.

In forwarding herewith for your information, copy of Government Order No. Fl. 1502—Cen. 14-10-2, dated the 20th September 1910, I have the honor to request that you will kindly make it known that, after the Census is over, Sannads as per draft enclosed will be issued to officials (other than Gazetted Officers) and non-officials who have distinguished themselves by good work in connection with the ensuing Census operations.

2. The Sannads will be of three classes: the first class will be printed in gold and should be very sparingly issued, so that it may be looked upon as a special distinction. The second class will be printed in red, and the third class in black.

3. Printed forms of Sannads will be supplied from this office on receipt of an indent from you, which indent, I request, may be kindly sent by the 25th of March 1911 as it is undesirable that there should be any delay in the matter.

(*Form.*)

Mysore Census, 1911.

This Certificate is presented to..... ..... by order of the Government of His Highness the Maharaja of Mysore, in recognition of the good and willing service he rendered in the Census operations of 1911, and as a mark of approbation.

....
Deputy Commissioner.

"Copies."

V. R. THYAGARAJA AIYAR,
Census Superintendent.

PUBLIC ADVERTISEMENTS.

SANDALWOOD AUCTION SALE.

Notification dated the 15th August 1910.

It is hereby notified for general information that the annual auction sales of sandalwood of the Mysore State will be held at the undermentioned places on the dates specified against each, by the Deputy Commissioner or other officer deputed by the Deputy Commissioner and the Forest Officer of the district :—

No.	District	Koti	Date of sale	Approximate quantity in tons	Remarks
1	Mysore ...	Hunsur ...	17th November 1910 ...	450	
2	Do ...	Seringapatam ...	21st do ...	250	
3	Bangalore...	Bangalore ...	24th do ...	100	Includes 30 tons,
4	Hassan ...	Hassan ...	28th do ...	150	of Tumkur, and 5
5	Kadur ...	Chikmagalur ...	1st December 1910 ...	350	tons of Kolar.
6	Do ...	Tarikere ...	5th do ...	200	Includes 10 tons
7	Shimoga ...	Shimoga ...	8th do ...	450	of Chitaldrug.
8	Do ...	Sagar ...	14th do ...	100	
9	Do ...	Tirthahalli ...	17th do ...	200	
			Total ...	2,250	

2. Details as to quantities and lots to be exposed for sale in each Koti together with other particulars will be published hereafter about the end of October 1910.